4.8 DEFINE DICTIONARY REQUIREMENTS

Introduction

A dictionary is a file (or "data list", in GIM terminology) that consists of simple code-text relationships. The code makes it possible to prevent storing larger attributes many times in a data file, but to store them only once as "data" to a dictionary file. An example would be to set up a state code dictionary so that all employees from Alabama would not have to have "Alabama" coded as part of their personnel file but would need only to have a code such as "∅1" stored instead. For report purposes, a program would only need to reference the state code dictionary to translate the "∅1" to "Alabama".

Criteria for block changes may be established at a future time, once the software capabilities of GIM are known. At this time, block changes will not occur on a fully automatic basis. Co-ordination in the Data Management Center will be required with the projects involved to insure that dictionaries and user files are updated concurrently. The controlling project will coordinate an update for each attribute documented by the submitting project.

It is conceivable that a dictionary could have more than one text for the same code. Such a situation exists on the M&P Dictionaries today. However, the simple case will be assumed throughout this section, unless an indication is made otherwise.

Terms:

Controlling Project (CP): The project having responsibility
for co-ordinating the set-up and maintenance of
dictionaries. In HRS, this is Project HUMCO.

Submitting Project (SP): The project that submits the
documentation of needed dictionaries to the CP. The
requirement to submit documentation is not just for
the project that will be requesting updates. It
includes any user that needs to be considered in the
design and maintenance of the dictionary. The

documentation includes reporting and maintenance
requirements, dictionary characteristics, and data.

There may be more than one project that is a SP for
a dictionary; any project having a vital interest in
the establishment of a dictionary should submit its
written requirements to the CP. If the requirements
of two SP's are incompatible and can't be resolved,
two separate dictionaries may be established. If
the requirements of two SP's are compatible, one
dictionary may be established to serve them both.

<u>User Projects (UP)</u>:   Those projects which will use the

dictionaries but will not necessarily control the
data in them. A UP that submits no documentation
may not get a dictionary to use if no other project
has submitted documentation.

The outline (Table of Contents) to be used in defining dictionary
requirements is:

     A.   Project Identification
     B.   Active File Requirements   (Form 2968)
     C.   Maintenance Requirements
     D.   Reporting Requirements
     E.   Data Listing
     F.   Data Editing
     G.   Historical File Requirements

The following paragraphs explain the outline and the type of
information initially required from the user/analyst. The
controlling project (Project HUMCO) will use this to develop
all dictionaries needed in the Human Resources Systems.

     A.   <u>PROJECT IDENTIFICATION:</u>

        Identify your project by name.

        OPTIONAL: If the dictionary already exists in one
                form or another (a dictionary that already
                has the codes needed is an excellent candidate
                even if it lacks the text), identify it.

already
                been established, if you are aware of other
                projects which may use it in the future,

An analyst might identify a state-code dictionary
his project needs in the following manner.

This dictionary is to be used by PERSIGN.
The code and texts now exist as parts of
the dictionary HRSSTATE.

B. ACTIVE FILE REQUIREMENTS (Form 2968):

The following information should be supplied for each
code and text the SP intends to use: Field Name, Minimum
(optional) and Maximum Field Lengths, Type (A, B, N, or X
as defined in sub-step 4.8F), Justification (L or R), and
Field Description. If a position by position character
description is desired, it may also be described using the
substep 4.8F as a guide.

The Field Description should include what is to be
done with the data (search, retrieve...), why it is to be
done (for reports, for computation, for validation...),
and any limitations to be imposed on input or output. A
sample Field Description might specify "This text is to be
retrieved for logical control purposes. It is a code set
up by PERSIGN to edit state income tax data items of the
related state. The value is to be available to PERSIGN
and PAYROLL only".

The Field Name supplied will be used when the dictionary
is established. The name will be modified only to the extent
that the Field Name's prefix will be replaced by the prefix
belonging to the controlling project. For example, suppose
project CAPER/OP has an attribute COPSTATECOD in its file
that needs to be cross-referenced to a code and text in
a dictionary it documents as COPSTATECOD. If the code and
text are documented as COPSTATECOD and COPSTATETXT, the CP
(HUMCO) will rename the fields to HRSSTATECOD and HRSSTATETXT
respectively.

In the UP's (user project) 2968 for COPSTATECOD a
notation should be made that the text is stored on the
dictionary HRSSTATECOD. Through the proper GIM spans
set up by the user, when COPSTATECOD is referenced the
text will be retrieved automatically and identified as
HRSSTATETXT.

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C. MAINTENANCE REQUIREMENTS:

This section should tell the DMC who is authorized to make the requests and how the requests will be made. It will be assumed that Form 930 will be used to initiate the action and signed by the requesting component.

If the request will be via other than a 930, that method should be spelled out.* The component should be identified at the lowest organizational level known for sure at the time the documentation is prepared (in the early stages, this might be at the Office level).

* For example - internal updating of a data list would also update a dictionary file. e.g., ORGANIZATIONAL CODE/TEXT.

STAFFING PROJECT

(Dictionary Index)

Tab	Dictionary Name
A	Occupational Series Code
B	Title Suffix
C	Footnote Code
D	Limited/Flexible
E	Position Type
F	Supervisor Code
G	Schedule Grade
H	Service Designation [SD] Code
I	Location Code
J	Position Ceiling Code
K	Emergency Relocation code
L	Headquarters Code
M	Subcategory Code
N	Grandfather SD
O	Position Number
P	Organizational Code
Q	PERSIGN Assignment Control Override Codes
R	PERSIGN Action Required Codes

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HUMCO   DICTIONARY   LOGIC

ACTIVE FILE

code	text(s)

(optional)

COMBINED 'HISTORY' FILE (optional)

Code	code delete flag	EFF 'FROM' DATE	text (s)

(optional)

← REPEATING FIELDS →

EXAMPLES –

	ACTIVE FILE (SINGLE RECORDS ONLY)		HISTORY FILE			
ACTION	code	text(s)	CODE	DEL FLAG	FROM DATE	text(s)
1) CODE ONLY :						
ADD '1' (9/18/69)	'1'		'1'		9-18-69	
DEL '1' (9/20/69)	→ GONE →			*	9-20-69	
(Reuse) ADD '1' (6/20/70)	'1'				6-20-70	
DEL '1' (10/8/71)	→ GONE →			*	10-8-71	
(B) CODE & TEXT :						
ADD '1' = 'ABC' (9-18-69)	'1'	'ABC'	'1'		9-18-69	'ABC'
ON '1' CHG TO 'DEF' (10-2-69)	'1'	'DEF'			10-2-69	'DEF'
DEL '1' (2-6-70)	→ GONE →			*	2-6-70	
(Reuse) ADD '1' = XYZ (6-8-71)	'1'	'xyz'			6-8-71	'xyz'
ON '1' CHG TO 'XXX' (10-9-71)	'1'	'xxx'			10-9-71	'xxx'
DEL '1' (11-11-72)	→ GONE →			*	11-11-72	

Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS
	Condition: MCS DICTIONARY INTERACTION WITH STAFFING

Condition: MCS DICTIONARY INTERACTION WITH STAFFING

This condition refers to the MCS Dictionary (which is used to validate codes and retrieve clear text) and its ability to do 'Block Changes' and 'Block Deletes' of specific dictionary data items. The logic needed in any case depends on the data item affected.

In all cases, Staffing will not allow 'Block Deletes', but require an advisement reflecting the item currently 'invalid' and where it is in the file (Org #, Pos #, etc.).

The following data items may be 'Block Changed' (1 for 1) by the MCS Dictionary, giving Staffing System an advisement of which records affected:

Active ORG Data List:

Lang Prof codes, SD, LANG Code (including LANG Text), OCC Code (where S/C is not changing)

Active POS Data List:

Lang Prof codes, Ceiling Count, Pos Type, Title Suffix, SD, LANG Code (including LANG Text), OCC Code and Title (where S/C is not changing).

The following data items may not be 'Block Changed', but require advisements to initiate a correct 'STAFFING' change:

Active POS Data List:

Sch, Grade, Occ Code (including Occ Title, where S/C is changing) *Abbreviate 'ORG' Title, Pos Footnote Code, country/city code (including Geographic area),

NOTE: any changes to 'country-city' code also requires changing the identical item on PERSIGN data lists.

*NOTE: Add, changes, and deleted to the 'Organization Code – ORG Abbrev Text – ORG clear text' file will be handled simultaneously with initiation of the appropriate Staffing actions in the active ORG data list. 'Block Changes' from this file are handled by the MCS Dictionary.